

**Functional Series 500 – Management Services
ADS 520 - International Cooperative Administrative Support Services (ICASS)**

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ADS 520 - International Cooperative Administrative Support Services (ICASS)

520.1 OVERVIEW

The [International Cooperative Administrative Support Services \(ICASS\)](#) program is a program through which the U.S. Government provides and shares the cost of common administrative support at posts overseas. USAID is a participant agency in ICASS. This chapter provides policy and procedures for USAID's participation in ICASS at posts abroad.

520.2 PRIMARY RESPONSIBILITIES

- a. The Bureau for Management, Office of Administrative Services (M/AS) has been delegated responsibility for overseeing the entire ICASS program for USAID operations worldwide.
- b. The Bureau for Management, Office of Budget (M/B) has been delegated responsibility for reviewing USAID's ICASS invoices and ensuring prompt payment.
- c. USAID Missions are responsible for determining which ICASS administrative services are necessary for operations at post.
- d. The USAID Mission Executive Officer (EXO) is responsible for ensuring that ICASS documents, workload counts, and time allocation counts are accurate and that USAID receives the services it subscribes to.
- e. The USAID Controller ensures that funds are available to pay post ICASS bills.
- f. The Assistant Administrator, Bureau for Management (AA/M), or his or her designee, represents USAID as a board member on the Interagency ICASS Executive Board (IEB).
- g. At posts where USAID is the service provider, the USAID Mission Director is responsible for ensuring that the best service is provided at the lowest possible cost for all agencies subscribing to the service.
- h. The Chief of Mission is responsible for oversight of ICASS and has ultimate responsibility for ensuring that all ICASS operations work at the Mission.

520.3 POLICY AND PROCEDURES

All agencies operating overseas are required to participate in ICASS. The level of participation will vary from post to post depending on need. The policy guidance on ICASS that USAID Missions designated as service providers must adhere to is located in 6 FAH-5, the ICASS Handbook. **(See Mandatory Reference, [6 FAH-5 ICASS Handbook](#), available at <http://www.icass.com/handbook/ICASSTOC.html>)**

Participation in the services offered through ICASS is voluntary for Mission agencies, with the exception of the Basic Package and Community Liaison Office Cost Centers, which are mandatory.

ICASS attempts to provide the best service for the lowest cost to customers. ICASS provides the tools and incentives to achieve significant reductions in support costs under the concept of a U.S. Government that "works better and costs less." Please see 6 FAH-5 H-203, ICASS Precepts, for more information on the specific policies and procedures to be followed by USAID ICASS service providers. **(See Mandatory Reference, [6 FAH-5 H-203, ICASS Precepts](#))**

520.3.1 USAID Billing Procedures

The current ICASS software (ICASS 7.0, U.S. Department of State, September 2000) does not allow any other agency to use the billing system. If a USAID Mission becomes an ICASS service provider, the USAID Mission can use any method of invoicing as long as there is a Washington contact with phone number on the invoice and the agency receiving the service has signed the invoice.

Before a Mission can become a service provider, the post's ICASS Council must approve USAID to be a service provider, and each agency receiving the service must sign a memorandum of understanding. The memorandum of understanding and signed invoice will assist M/B in collecting the funds from the agencies that are subscribing to ICASS services offered by USAID. **(See Mandatory References, [6 FAH-5 H-304, Memorandum of Understanding \(MOU\)](#), and [6 FAH-5 H-305 Exhibit H-305.6, Subscription of Services](#))**

520.3.2 Interagency ICASS Executive Board (IEB)

The Interagency ICASS Executive Board (IEB) reviews and formulates ICASS policy, resolves issues raised by post ICASS Councils, and serves as the final appellate body for ICASS disputes.

The Interagency ICASS Working Group serves as the staff arm of the IEB to resolve policy issues of common concern.

520.3.3 Opening a Mission

The Mission Director, in conjunction with the EXO and Controller, must review which ICASS services are required for the Mission to operate effectively. **(See Mandatory Reference, [ADS 527 Supplementary Reference, Detailed Guidance on How to Open a USAID Mission](#))** Once the services have been identified, the Mission Director must sign a memorandum of understanding with the service provider indicating which services USAID is signing up for.

520.3.4 ICASS Agency Billing Codes

ICASS Agency Codes for Funding Source Policy are as follows:

7203.1	Operating Expense - Missions
7203.2	Operating Expense - Regional Organizations
7210.0	Inspector General Operating Expenses
7221.0	Urban Environment Administrative Expenses
7222.0	Development Assistance
7223.0	Child Survival and Diseases Program Fund
7226.0	Support for Eastern European Democracy
7227.0	Freedom Support Act
7228.0	Economic Support Funds
7229.0	International Disaster Assistance
7250.0	P.L. 480 Programs

These codes are the only valid USAID billing codes to be used. No other USAID codes are acceptable. **(See Mandatory Reference, [ADS 601, Funding Source Policy, for information on support costs](#))**

520.3.5 Obligations

USAID Missions are responsible for reviewing all ICASS invoices for ICASS services received and verifying that funds are available to cover these invoices. The Agency will be billed 80% of the total amount of the ICASS bill from the Department of State during the second quarter of the fiscal year. The balance will be invoiced during the last quarter of the fiscal year. If USAID is an ICASS service provider, these same time frames apply to invoicing the other agencies that are receiving USAID ICASS services. **(See Mandatory Reference, [ADS 621.3.3.k, Obligations](#))**

520.4 MANDATORY REFERENCES

520.4.1 External Mandatory References

- a. [6 FAH-5, ICASS Handbook](#)
(<http://www.icass.com/handbook/ICASSTOC.html>)
- b. [6 FAH-5 H-203, ICASS Precepts](#)
- c. [6 FAH-5 H-304, Memorandum of Understanding \(MOU\)](#)
- d. [6 FAH-5 H-305 Exhibit H-305.6, Subscription of Services](#)
- e. The ICASS web site: <http://www.icass.gov>

520.4.2 Internal Mandatory References

- a. The USAID intranet web site (under EXO Toolbox and ICASS):
<http://www.inside.usaid.gov/>
- b. [ADS 527 Supplementary Reference, Detailed Guidance on How to Open a USAID Mission](#)
- c. [ADS 601, Funding Source Policy](#)
- d. [ADS 621, Obligations](#)

520.5 ADDITIONAL HELP

- a. [Acronyms Commonly Related to ICASS](#)

520.6 DEFINITIONS

All ADS chapter terms and definitions are included in the ADS Glossary. Therefore, the terms and definitions listed below have been incorporated into the ADS Glossary. (See [ADS Glossary](#))

International Cooperative Administrative Support Service (ICASS)

ICASS is a customer-driven, voluntary interagency system for managing and funding administrative support services abroad; gives posts the authority to determine how services are delivered, at what cost, and by whom; has customer service standards established by the post, with the service provider formally accountable to the customer; and incorporates a full cost recovery system through a no-year working capital fund. (Chapter 520)